

PUBLIC INFORMATION & COMMUNICATION SERVICES
NIH TASK ORDER (For Use By Other Federal Agencies)

RFTOP#210 TITLE: Belmont Event

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

A. Point of Contact Name: Nora V. Tyson

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Proposal Address: 5600 Fishers lane

RM 5C-03, Parklawn Building

Rockville, MD 20857

Billing Address: Accounts Payable, OFM, RM 16A-12, Rockville,
MD 20857

B. PROPOSED PERIOD OF PERFORMANCE: Date of Award thru
November 16, 2004.

C. PRICING METHOD: Firm Fixed Price,

D. PROPOSAL INSTRUCTIONS: Send all proposal via fax

E. RESPONSE DUE DATE: 8/30/2004

F. TASK DESCRIPTION:

The contract is responsible for organizing a one-half day event to be held November 16, 2004, to commemorate the 25th Anniversary of the publication of the Belmont Report.

The 1981 revision of the regulations began, in fact, in 1978 with the work of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research. In 1979, that Commission presented a report to the Secretary, “Ethical Principles and Guidelines for the Protection of Human Subjects of Research,” which became known as the Belmont Report, for the Belmont Conference Center, at which the committee had met. The Belmont Report identified three fundamental ethical principles to which all human subject research must adhere – justice, beneficence and respect for persons – and those principles set the parameters of the regulations that are still in force today.

OBJECTIVE:

This year marks the 25th anniversary of the issuance of the Belmont Report, a milestone in Federal responsibility, leadership and commitment. OHRP proposes to commemorate that anniversary by creating an event that will reinforce the importance of the Belmont Report's foundational role in defining the ethical basis for the protection of human subjects in research.

By spotlighting the original members of the Commission that produced the Belmont Report, OHRP intends to draw public attention to the importance of human subject protections and to re-emphasize the key role that HHS plays in maintaining both the strength and the public credibility of the health sciences research enterprise.

STATEMENT OF WORK:

The Contractor shall support OHRP in organizing and implementing the following tasks:

Task 1 - One-Half Day Commemoration Event

Purpose:

Spotlight the original members of the Commission that produced the Belmont Report in order to draw public attention to the importance of human subject protections and to re-emphasize the key role that HHS plays in maintaining both the strength and the public credibility of the health sciences research enterprise.

The Contractor shall organize a one-half (½) day event to commemorate the 25th anniversary of the promulgation of the Belmont Report, to include a formal program (1-2 hours maximum). This event will take place in the fall of 2004, at a date to be determined by OHRP. Attendees will be determined by OHRP, with consultations by the Contractor. Honorees will include those of the original Belmont Commissioners who are able to attend. Invitees will include the Secretary of HHS, the Assistant Secretary for Health, the Surgeon General, the NIH Director, the FDA Commissioner, current and former OHRP/OPRR directors, the Chair, members and ex officio members of the Secretary's Advisory Committee on Human Research Protection, Chairs of Institutional Review Boards (IRBs) within HHS, members of the Human Subjects Research Subcommittee (HSRS) of the National Science and Technology Council, the Chair of the National

Bioethics Advisory Commission, the Chair of the President's Council on Bioethics, and others as appropriate. The Contractor shall draft all documentation required to request the presence of the HHS invitees and present it to OHRP, by a specified deadline to be established by OHRP, in hard copy and electronic (Word and WordPerfect format) forms for subsequent clearance and transmittal.

The Contractor working in conjunction with OHRP Staff, will prepare invitation letters with the appropriate HHS style and content to the honorees and other attendees. The Contractor will subsequently send out the letters to all invitees. The Contractor shall maintain contact with the honorees and other attendees to ensure their participation (if the invitation is accepted.) The Contractor shall further keep OHRP Staff abreast of the number of honorees and invitees that have or have not accepted the invitation.

The event will take place in the Great Hall of the Hubert H. Humphrey building in Washington, D.C., headquarters of the Department of Health and Human Services, on or about November 16, 2004.

The Contractor shall make all necessary logistical arrangements – or work with site staff to ensure such arrangements – for the events at the site.

At OHRP's request, the contractor will arrange for design and duplication of any print materials, such as programs, for the event.

The Contractor shall design, arrange and produce, as requested by the PO, any supplementary materials to be used before, during or after the event.

The Contractor, in collaboration with the PO, shall develop a list of press and media invitees. The Contractor shall invite those identified, confirm their participation and facilitate, with OHRP approval, their on-site requests.

The Contractor shall manage on-site coordination of all logistics and related activities, as described above, and maintain contact with the PO in order to monitor the development of any unanticipated contingencies.

Following the event, the Contractor shall draft letters to the honorees for OHRP signature, thanking them for their participation and providing copies of appropriate photographs and/or video material – supplied by OHRP – as enclosures to the letters.

DELIVERABLES:

1. Arrangements for and implementation of one-half day event, as described above, including supporting materials, logistics, on-site management, and follow-up.
2. Media coverage, as detailed above.
3. Follow-up tasks, including thank-you letters and pictures to honorees and speakers.

G. EVALUATION FACTORS: See attached

RFTOP# TITLE:
PART II - CONTRACTOR'S REPLY: CONTRACT #263-01-D-0_____
TO # ICS-_____

Contractor:

Points of Contact:

Phone-

Fax-

Address:

Pricing Method: FFP

NIH Admin Fee: \$ _____

TOTAL COST: \$ _____

ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE

CONTRACTOR: _____

Signature

Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM
SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____

RECOMMENDED:

FAX #

Signature - Project Officer

Date

APPROVED: _____

FAX #

Signature - Contracting Officer

Date

NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR ESTIMATED TASK ORDER
AMOUNT WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & PICS
COORDINATOR

APPROVED: _____

Signature –Anthony M. Revenis, J.D., NIH-PICS Coordinator

Date